

6 October 1975

MEMORANDUM FOR: Chief, Production Group  
Chief, Operations Group  
Chief, Analysis Group  
Chief, Administrative Staff

SUBJECT : EEO Visit, 23-24 October 1975

Attached is the tentative schedule for the two-day visit of faculty members from major universities with high enrollments of minority students. You will note that the schedule is very tight. The visitors will not leave Headquarters building, but FBIS is encouraged to send a team there to meet with two of the small groups of 5, as noted on the schedule for 23 October, between 1345 and 1545. Conference room 3E62 will be available to us for these meetings.

At these briefings, we should be ready to discuss what we do, what types of skills we use, and what our EEO attitudes and plans are. By Friday, 10 October, I have to submit to  Coordinator for Academic Relations, a short paper on how we would plan to approach these briefings and what we would talk about.

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Obviously, a one-hour session gives us very little time to go into much detail and we will be reaching only 10 of the 50-70 faculty members. However, we do have the opportunity for greater exposure to our guests. The CAR has asked that each Office nominate two senior people to act as tourguides for the visitors. This would provide an opportunity for better interpersonal contacts with the visitors. Tourguides should be available for the entire day on 23 October and, if possible, be available for the 24th also. Tourguides must be mature and experienced people who will be able to answer questions on career opportunities, salaries, and Agency EEO plans and programs. To be sure that they are aware of the latest Agency EEO programs, tourguides will have to attend a one or two hour briefing the week prior to the visit.

MORI/CDF

I must report to the CAR by Wednesday, 8 October, on our nominees as tourguides. If you are serious about your EEO goals, you will want to avail yourselves of this opportunity for additional contacts with the visitors.

All interested personnel are encouraged to attend the sessions in the auditorium. The names of participants and the universities they represent will be forwarded as soon as the list is complete.

Please provide me with your nominations for tourguides by 8 October and your outline for the briefings by 10 October.



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FBIS Academic Relations Officer

Attachment:  
As stated